

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPERIOR COURT

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine Superior Court for the 2024-2025 term, which runs from August 19, 2024 through August 15, 2025. Law Clerks are based in Biddeford, Portland, Auburn, Augusta, and Bangor.

The Superior Court is the trial court of general jurisdiction in Maine, with jurisdiction extending to all criminal offenses, including murder and felonies; all major civil and equitable matters; and appeals from state agencies, municipalities, and courts of limited jurisdiction. Jury trials are available only in the Superior Court. The seventeen justices of the Superior Court have statewide jurisdiction.

Each Law Clerk will be assigned to work primarily with several justices. Assignments are based on geography and expected workload. Law Clerk duties include, but are not limited to, assisting the justices in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings.

Qualified candidates have a degree in law or expect to obtain a degree in law before July 2024. Selection criteria include academic performance and class standing; law review, moot court, journal experience or other significant research or writing experience, faculty and employment recommendations, and strong work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$61,027.00 plus fringe benefits.

How to Apply: The application consists of the following documents:

- **Cover letter:** Applicants must identify in their cover letter the location or locations (Biddeford, Portland, Auburn, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- **Résumé**
- **School-issued law school transcript** (official or unofficial, but not self-prepared)
- **Writing sample:** The writing sample should be no longer than ten pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Two letters of recommendation:** The letters of recommendation may be sent separately. The letters of recommendation may be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Colleen Heal at the following email address: SuperiorCourt.clerkship@courts.maine.gov. Applications must be received by July 28, 2023, at 4:00 p.m.

Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

Interviews will be conducted in mid-September 2023.

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it to the following email address: HR.Team@courts.maine.gov.

Inquiries may be directed to Colleen Heal at SuperiorCourt.clerkship@courts.maine.gov.

The State of Maine Judicial Branch is an equal opportunity employer.